

## REDUCTION IN FORCE A BALANCING ACT

These are hard times in which to be a state worker. We are only too familiar with the problems facing our own Rhode Island state government — budget deficits, worker layoffs and furloughs without pay. However, the fact is that “we are not alone.”

- A survey released in January shows at least 28 states face deficits this year, and another six could run in the red before year's end.

- Public employees in at least 14 states face possible massive layoffs in 1991.

- In California, Proposition 41 has demanded a 40 percent cut in the legislative budget. That and other belt tightening measures threaten the jobs of thousands of state employees.

- In New York, another 10,000 workers are to be laid off.

- Massachusetts and New York were among those making massive layoffs in 1990.

- In December, Virginia cut \$101 million from state education aid to localities.

- Most states in fiscal trouble are seeking across-the-board cuts, employee layoffs, deferred spending, bond sales and delays in pension contributions.

- Regionally, Connecticut and Rhode Island are among the states facing major fiscal problems.

- Because states are required to balance their budgets, the choice facing them is to reduce spending or raise revenues. Public ire over higher taxes, however, makes government cuts the more likely option.

### GOVERNOR SUNDLUN ANNOUNCES DRUG AND ALCOHOL FREE WORKPLACE TRAINING PROGRAM

In an effort mandated by the federal drug free workplace act of 1988, the State of Rhode Island will soon implement a training program intended to increase employee awareness and understanding of the issues surrounding alcohol and other drug abuse in the workplace. Participation in this training will be required of all state employees.

This program will explain the state employment policy with regard to employee alcohol and substance abuse as established in Executive Order 91-14 and highlight the extensive resources available to all state employees and their families through the Rhode Island Employee Assistance Program. Supervisors will be trained in the appropriate procedural steps for resolving individual employee performance problems; all employees will be given accurate

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- Layoffs and shutdowns are among the ways fiscally-strapped states plan to handle budget deficits, according to a survey by the National Governor's Association and the National Association of State Budget Officers.

- States say the economic recession is responsible for many of their fiscal problems, particularly in the Northeast.

Nationwide, there are 4 million of us who keep the wheels of state government turning.

We are an incredibly diverse group. State payrolls include dietitians, plumbers, writers, drivers, stenographers, doctors, labor, clerical and administrative personnel, human service professionals, and lawyers.

We are often criticized. But no matter what the stand-up comedians might imply, *the large majority of us are dependable, honest public servants who continue to honor our employers, the people of our state, by providing a wealth of diverse services.*

Our state leaders face an impossible juggling act. On the one hand, they are responsible to the public for maintaining balanced budgets and keeping the cost of government down. On the other hand, they're concerned about thousands of employees and their families.

Tough choices have to be made, yet, voter-mandated cuts and fiscal reality will force many states to eliminate jobs.

The Council of State Governments perhaps said it best. “Hard times and tight budgets,” said the Council, “have caught state leaders between a rock and a hard place. And thousands of state employees are stuck there with them.”

### DEA RECEIVES NATIONAL AWARD FOR HEALTH PROGRAM

The Rhode Island Department of Elderly Affairs (DEA) has received the “Secretary's Award for Outstanding Programs in Community Health Promotion” for its 1989 Elderly Cholesterol Screening Program (ECSP). The award, given by the United States Department of Health and Human Services (DHHS), recognizes special achievements designed to promote improved health and prevention initiatives in the community. The DEA received the award at ceremonies held at the Rhode Island Department of Health.

During 1989, the ECSP provided free cholesterol screening to about 3,700 of the state's older persons at 63 senior mealsites. The program was a cooperative effort with the Pawtucket Heart Health Program of Memorial Hospital. The hospital provided counseling, follow-up through the Visiting Nurses, and physician referrals, when appropriate.



# *Your Rights to Workplace Privacy in Rhode Island.*

The American Civil Liberties Union Foundation in Rhode Island, 211 Union Street, Providence, RI 02903 1990. 36 pages, FREE.

"Questions of workplace privacy encompass a wide range of practices — including polygraph testing, drug testing, telephone monitoring, and interference with personal lifestyle. The use of privacy-invasive techniques has increased as technological advances make it more practical and economical for employers to engage in monitoring and testing of its workforce. Fortunately, there are some important limits on what employers can do in this regard, due in large part to a variety of state laws that the Rhode Island General Assembly has passed to protect employees' privacy rights. This booklet is designed to provide you answers to some basic questions about those rights."

Thus read some of the introductory remarks to a most informative guide to workplace privacy rights in Rhode Island.

Using a question and answer format, the 36 page handbook is divided into eight sections that cover such privacy-related topics as, *Being Questioned for a Job; Drug Testing; Honesty/Personality Testing; Searches and Surveillance; Criminal Record Checks; Personal Lifestyle and Off-Duty Activities*, and others.

The text is liberally sprinkled with numerical annotators that send the reader to the footnote section at the back of the booklet where one finds pertinent references to case law and/or legal citations.

The authors caution that one point should be kept in mind in using this information as a reference guide to your rights.

"As a result of court decisions and the passage of new statutes, the law in the area of privacy in the workplace is constantly changing. Therefore, the information provided should not be taken as the last word on the subject, but instead as an introduction to workplace privacy rights in Rhode Island."

With that caveat in mind, the booklet is highly recommended reading for anyone concerned about their rights to privacy in the workplace.

## **1990 CHARITABLE APPEAL SURPASSES PREVIOUS TOTAL**

The 1990 State Employees' Charitable Appeal raised \$456,976 for the 297 charitable agencies participating in this campaign. This represents an increase of more than \$6,000 over the amount raised in the 1989 campaign.

Thanks to the efforts of John S. Renza, Chairman of the 1990 SECA appeal, and all the volunteers and contributors, we have made a difference in the lives of those less fortunate.

On behalf of all who benefit . . . THANK YOU!!

## **RIEAP**

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information about the effects and potential consequences of alcohol and illicit drug use and abuse.

**All state employees are strongly encouraged to make use of the confidential counseling and referral services available through RIEAP when they or their family members are confronted with any problem which could affect their job performance.**

The initial phase of this required training program will be conducted by RIEAP staff through September 1991. The first session, for all state personnel and labor officials has been scheduled for April 23, 1991.

(Ed. Note: See page 4 for Governor's Executive Order on Substance Abuse Program.)



## **FROM THE OFFICE OF THE GOVERNOR**

### **Executive Orders**

No.	Date	Subject
90-30	11-23-90	Amends EO 88-6 — the Christopher Columbus Quincentenary Celebration Committee.
90-31	11-23-90	Amends EO 89-20 — The Rhode Island Children's Crusade for Higher Education.
90-32	12-24-90	Prohibits certain real property leasing activity in state government.
91-1	1-1-91	Outlines a Code of Ethical Conduct for all state officials and employees.
91-2	1-1-91	Declares banking emergency due to failure of RISDIC.
91-3	1-3-91	Relates to a reduction in state expenditures.
91-4	1-3-91	Pertains to the downsizing of state government.
91-5	1-1-91	Reappoints Major General N. Andre Trudeau Adjutant General of the State of Rhode Island.
91-6	1-17-91	Appoints Brown University President Vartan Gregorian to investigate and prepare a study on the RISDIC failure.
91-7	1-28-91	Relates to proper administration of leasing activity by state government.
91-8	2-1-91	Provides for the internal restructuring of the Department of Environmental Management (DEM).
91-9	2-1-91	Delays the planned reorganization of the Department of Environmental Management (DEM).
91-10	2-5-91	Prohibits travel and conference expenses for most state departments and agencies without prior approval.
91-11	2-7-91	Authorizes Director of Administration to shut-down state government for 10 days between February and June 1991, and to effectuate layoffs of state workers to achieve a reduction in payroll costs.
91-12	2-8-91	Directs the reorganization of the state Department of Health (DOH).

For more information or copies of Executive Orders, contact Kathy, the Office of the Executive Counsel, 277-2080, Ext. 258.

### **pRIde**

Personnel pRIde is published by the Office of Personnel Administration, Division of Human Resources, Department of Administration, One Capitol Hill, Providence, RI 02908-5860.

Director of Administration:

Harry J. Baird

Associate Director of Administration/Human Resources:

Richard M. Wessels

Acting Personnel Administrator:

Beverly A. Dwyer

Editor:

Donald J. Boisvert



# INTRODUCING ...

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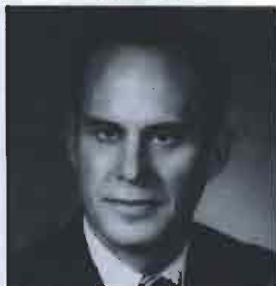
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## EXECUTIVE ORDER No. 91-14

March 29, 1991

### SUBSTANCE ABUSE POLICY

WHEREAS, alcohol and illegal drug abuse represent a serious national crisis which has had a detrimental effect on the lives of many of our citizens, and upon the operation of business and State government; and

WHEREAS, many employers, including the State of Rhode Island, experience a loss in productivity due to alcohol and illegal drug abuse, related to absenteeism, injuries on the job, decreased work quality and wasted dollars; and

WHEREAS, resources for rehabilitation are available through the State Employee Assistance Program, and while employees who abuse alcohol and illegal drugs have the primary responsibility to rehabilitate themselves, the State stands ready to assist; and

WHEREAS, the Federal Omnibus Drug Abuse Act of 1988 requires any State that is a recipient of Federal funds to establish a Drug-Free Workplace, including a policy on use of substances, a drug awareness program and a procedure for self-reporting convictions; and

WHEREAS, a workplace free of alcohol and illegal drug abuse is fundamental to efficient, effective and responsive government;

NOW, THEREFORE, I, Bruce Sundlun, by virtue of the power vested in me as Governor of the State of Rhode Island and Providence Plantations, deeming such action to be in the best interest of State security, the public health and safety, law enforcement and the efficiency of State service, do hereby order as follows:

1. In an effort to achieve a workplace free of alcohol and illegal drug abuse, all employees employed by the State of Rhode Island shall abide by the State's substance abuse policy standards and procedures as set forth in paragraph 3 herein and as more particularly disseminated through the Drug-Free Workplace Training Program administered by the Department of Administration.
2. In this Executive Order, the following words have the meanings set forth below.
  - A. "Abuse" means:
    - (a) The use of alcohol to an extent that may result in impairment of job performance or endangerment of the safety of others in the workplace;
    - (b) The use of any illegal drug;
    - (c) The use of any over-the-counter drug to an extent that may impair job performance or endanger the safety of others in the workplace; or
    - (d) The use of any prescription drug in a manner or under circumstances that the user knows or should know is inconsistent with its medically prescribed, intended use.
  - B. "Alcohol" means alcohol or ethanol.
  - C. "Drug" means a controlled substance as defined in schedules I through V of the Rhode Island Uniform Controlled Substances Act, R.I. Gen. Laws § 21-28-2.8;
  - D. "Drug and alcohol free workplace" means a workplace in which every employee is refraining from and is expressly prohibited from:
    - (a) Abusing alcohol and drugs; and
    - (b) Manufacturing, distributing, dispensing or possessing controlled substances;
3. Drug and Alcohol Free Workplace Policy: The State of Rhode Island and Providence Plantations establishes and adopts the following drug and alcohol free workplace policy:
  - (a) State employees are required to refrain from the abuse of alcohol and illegal drugs, and must report to work in a fit condition to perform their duties or be subject to disciplinary action.
  - (b) All employees employed by the State of Rhode Island, while on official business, on or off the workplace, are prohibited from purchasing, transferring, using, or possessing illegal drugs or from abusing alcohol or prescription drugs in any way that is illegal.
  - (c) State authorities will take appropriate disciplinary action with all violators of this policy who are currently employed. State authorities will not knowingly consider for employment anyone who is known to currently abuse alcohol or illegal drugs.
4. Agency Responsibilities
  - a) All Department Directors and Agency heads shall work in conjunction with the Office of Personnel Administration to implement the State's policy for complying with the goal of a drug and alcohol free workplace with due consideration of the rights of the government, the employee, and the general public.
  - b) Each Department or Agency shall:
    - (1) Communicate the State's Substance Abuse policy as set forth herein and by the Director of Administration to each employee, and highlight the State's expectations regarding alcohol and drug abuse and the action to be anticipated in response to such abuse;
    - (2) Inform the employee of the availability of counseling services and referral to rehabilitation assistance offered by the Employee Assistance Program through the Department of Administration;
    - (3) Establish an internal procedure within the Department that would allow for self referrals and supervisory referrals of employees to the State Employee Assistance Program for treatment, being mindful of and respecting to the maximum extent possible, employee rights of privacy and confidentiality consistent with safety and security regulations;
    - (4) Coordinate, in conjunction with the Office of Personnel Administration, all employee training, and document all efforts to maintain an alcohol and drug free workplace.
    - (5) Refer alleged cases of alcohol or illegal drug abuse to the appropriate State authority for further information and investigation and prosecution, where justified by reliable information or observation.
5. Coordination of Agency Programs: The Office of Personnel Administration (OPA)
  - a) The Administrator of the Office of Personnel Administration, with the approval of the Director of the Department of Administration, shall:
    - (1) Offer guidance and assistance to all Departments and Agencies of State government on the implementation of the terms of this Order;
    - (2) Ensure that the appropriate coverage for alcohol and illegal drug abuse is maintained for employees and their families under the State employees health benefits programs;
    - (3) Promote the State Employee Assistance Program as a departmental resource to assess, evaluate, and refer for treatment any employee(s) with alcohol and/or illegal drug abuse problems;
    - (4) In consultation with the Departments of Health, Mental Health, Retardation and Hospitals, and the Governor's Drug Program, establish an alcohol and illegal drug education program that informs State employees about the dangers of alcohol and illegal drug abuse in the workplace; the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees who violate the State policy; and
    - (5) In cooperation with all Department Directors and Agency supervisors, mount an intensive alcohol and drug awareness campaign throughout the State government workforce.
  - b) The Department of Administration, Office of Personnel Administration shall render advice regarding the implementation of this Order and shall be consulted with regard to all policies, regulations and guidelines adopted pursuant to this Order.

This Executive Order shall effectively rescind Executive Order 89-14 dated May 24, 1989, and shall take effect immediately upon the date hereof.

  
GOVERNOR



[illegible]

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